

Provider Calendar Printing Instructions

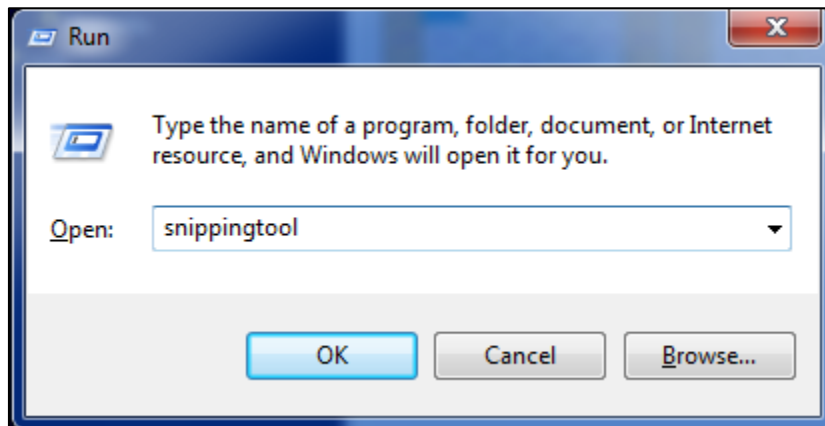
DECAL is developing a new printing method for provider calendars that should work across all web browsers and platforms. It will be available in September 2015. In the meantime, you can use one of the below workarounds to print your calendar. Please choose the method appropriate to your platform:

- a) [Method for Windows 7, 8, and 10](#) (highest quality)
- b) [Method for any version of Windows](#) (lower quality but easier)
- c) [Method for Mac OS X](#)

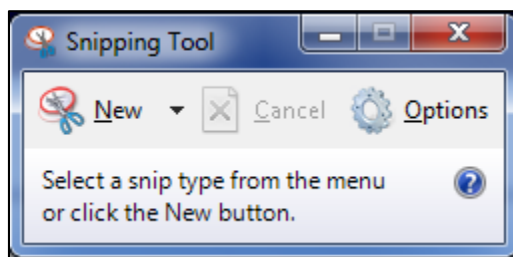
If you have issues please contact your Pre-K consultant or email panda.support@decalf.ga.gov.

a) [Method for Windows 7, 8, and 10](#)

- 1) Pull up your calendar in PANDA and scroll down if needed so the entire calendar is visible.
- 2) Press the **Windows Key + R** to bring up the **Run** window.

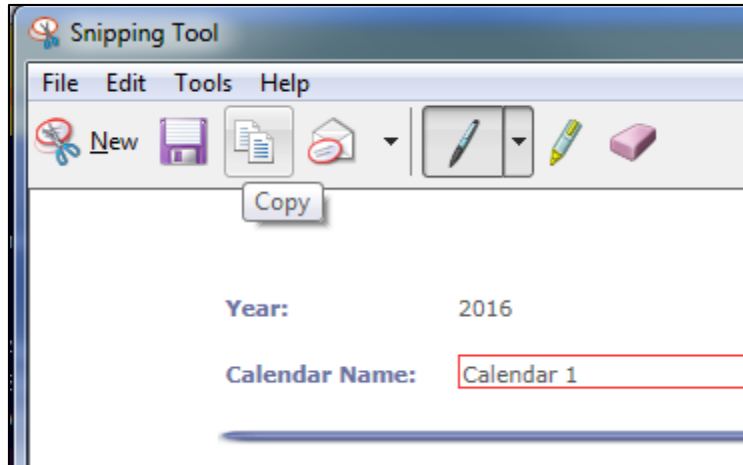


- 3) Type **snippingtool** and click OK.
- 4) The Snipping Tool will appear and your mouse cursor should change to a crosshair.

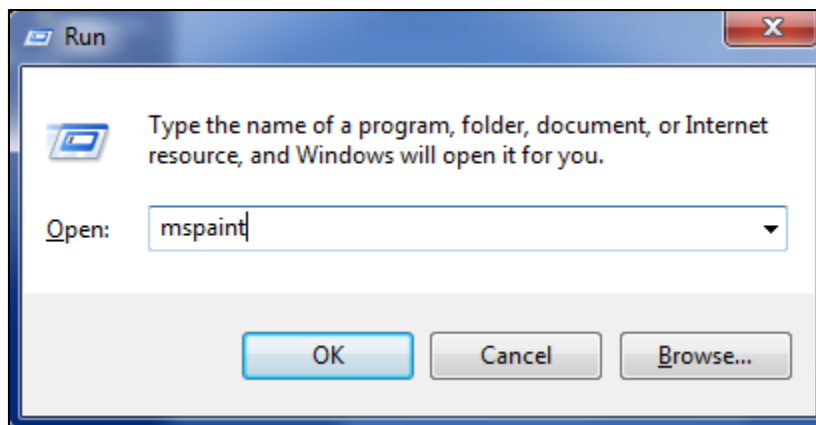


- 5) Use the mouse crosshair to draw a rectangle around your calendar and the legend.

6) Click the **Copy** button in the Snipping Tool to copy your screenshot to the clipboard.

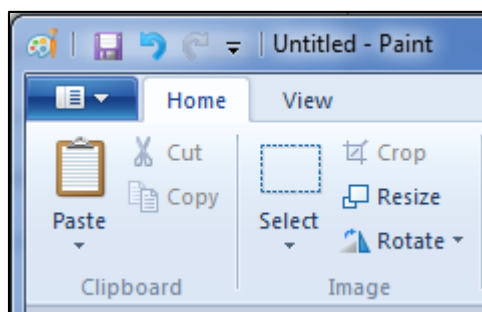


7) Press the **Windows Key + R** to bring up the **Run** window again.



8) Type **mspaint** and click **OK**.

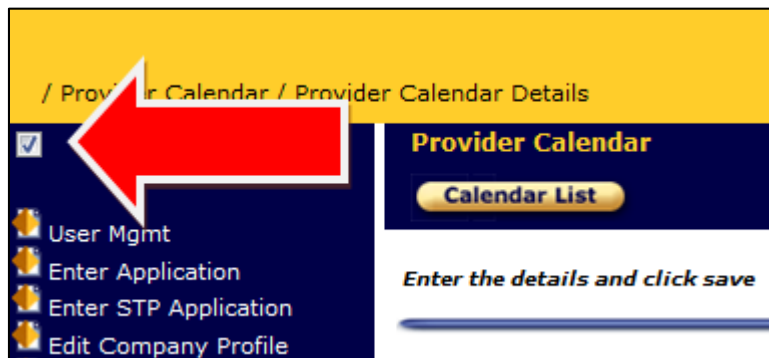
9) Click the **Paste** button in MS Paint to paste in your screenshot.



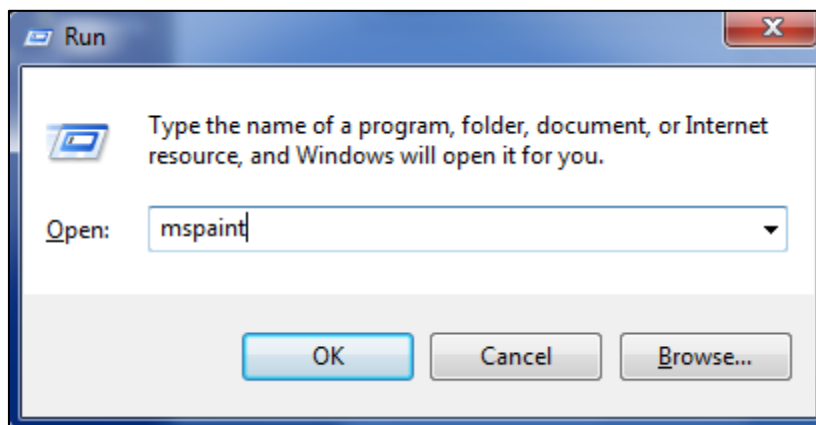
10) Press **Ctrl + P** to send the screenshot to your color printer.

b) Method for any version of Windows

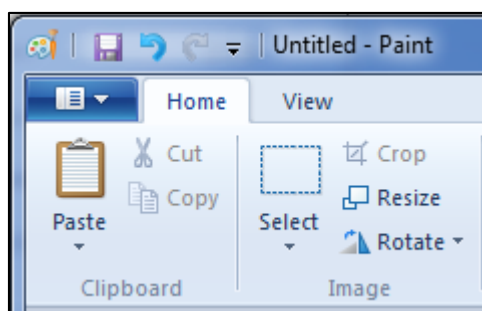
- 1) Pull up your calendar in PANDA and scroll down if needed so the entire calendar is visible.
- 2) Uncheck the box at the top of the left-hand menu to hide it.



- 3) Press **Alt + PrintScreen** to capture the PANDA window (**Function + Alt + Printscreen** on some laptop keyboards)
- 4) Press the **Windows Key + R** to bring up the **Run** window.



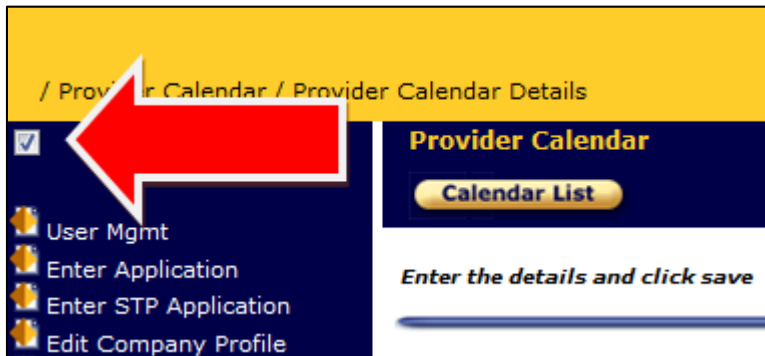
- 5) Type **mspaint** and click **OK**.
- 6) Click the **Paste** button in MS Paint to paste in your screenshot.



- 7) Press **Ctrl + P** to send the screenshot to your color printer.

c) Method for Mac OS X

- 1) Pull up your calendar in PANDA and scroll down if needed so the entire calendar is visible.
- 2) Uncheck the box at the top of the left-hand menu to hide it.



- 3) Press **Command-Shift-4**. Your mouse cursor will change to a camera pointer.
- 4) Press the Space bar.
- 5) Move the camera pointer over the PANDA window to highlight it.
- 6) Click your mouse or trackpad.
- 7) The screenshot will be saved as a PNG file on your desktop.
- 8) Double-click the PNG file to open it.
- 9) Press **Command-P** to send the screenshot to your color printer.